



RBC-EM

Volunteer Services

Opus User Guide

Version 1.0





Welcome to Opus

Dear Volunteer Services team member,

Welcome to Opus, a web portal designed to be used by all RBC volunteers.

Opus is a members only portal that allows Volunteer Services to access and update the latest information regarding current and forthcoming projects including editing congregation, team and volunteer records.

It also provides access to RBC-EM news and allows the team member to manage their personal details.

This guide will introduce you to the key features of the portal and contains the following information:

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1) Registration and login

To access the Opus portal click on the link in the 'Welcome to Opus' email received from the IT department

The login page screen below will appear

First time users will need to register by typing the email address they use for RBC correspondence in the box and clicking on the 'Register' button

An email will then be sent to that email address containing a temporary and secure web link that allows you to specify a password of your choice

To log in type your email address in the username box and type in the password

Click on the 'Login' button

Your username is
the email address
used for RBC
correspondence

First time users
need to register
to obtain a
password



2) Home page

The home page provides access to all the key information pages for Volunteer Services team members

Down the left hand side of the screen are information boxes itemising:

- The latest RBC-EM news
- The volunteer's teams
- The volunteer's four most recent projects
- Recent & forthcoming projects
- Overall RBC-EM statistics

In the centre of the screen there are links to other areas including access to updating your personal details

These links are written in **green** text

You can return to this screen at any time by clicking on 'Home' in the top left hand corner

The News, My Teams and My Projects information can be accessed by clicking on the item of interest

At the end of each session always log out using the 'Logout' link located in the top right hand side of the page



3) Managing my account

To access the page to manage your account click on **personal details** on the home page under 'Common Tasks' or click on **[My Account]** in the top right hand corner of the screen

The My Account: **Basic Details** screen will open

This page provides an overview of your personal details

A list of available options to update your personal information will appear under **COMMON TASKS**

To update your personal information select the required item from the list

For example click on 'Change user name' and follow the on screen instructions

To update your contact details click on **contact** underneath My Account: **Basic Details**

The My Account: **Contact Details** page will open

Type in the new information and click on the appropriate 'update' button

To update your emergency contact details click on **emergency** underneath My Account: **Basic Details**

Click on **basic** to return to the My Account: **Basic Details** screen





4) Resetting my password

Forgotten Password

If you forget your password click on **Forgotten password?** located underneath the login button on the Opus login page

The FORGOTTEN PASSWORD page will open.
Type in your email address and type the code into the text box then click on 'Submit'

An email will then be sent to your email address containing a temporary and secure web link that allows you to specify a new password of your choice

Resetting my Password

On the My Account: **Basic Details** click on 'Reset password' in the 'COMMON TASKS' list

The RESET PASSWORD page will open.

Type in the new password

Click on 'Reset'

Your password will now have been changed

opus
RBC MANAGEMENT

Welcome Brother Armstrong [My Account] [Logout] [Help]

Home Contact Us

FORGOTTEN PASSWORD

If you have forgotten your password or can't remember if you ever established an account in the Opus system, please enter your email address below and we'll send you further instructions.

Email address:

(the email address you used when registering with the RBC)

Please also type the following 'CAPTCHA' code number into the text box below:

616472

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opus
RBC MANAGEMENT

Welcome Brother Armstrong [My Account] [Logout] [Help]

Home Contact Us

RESET PASSWORD

User name:
d.armstrong.opus@mailinator.com

New password:

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5) Contacting the RBC

There may be occasions when it is necessary to contact a RBC department

Contact details for key departments are located under 'Contact Us'

The 'Contact Us' links are located:

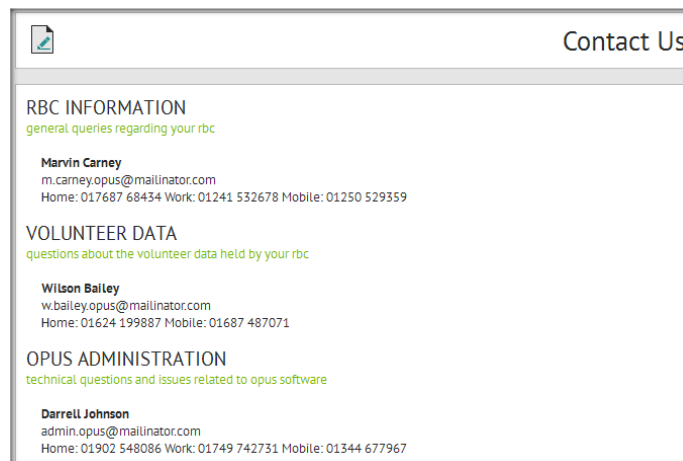
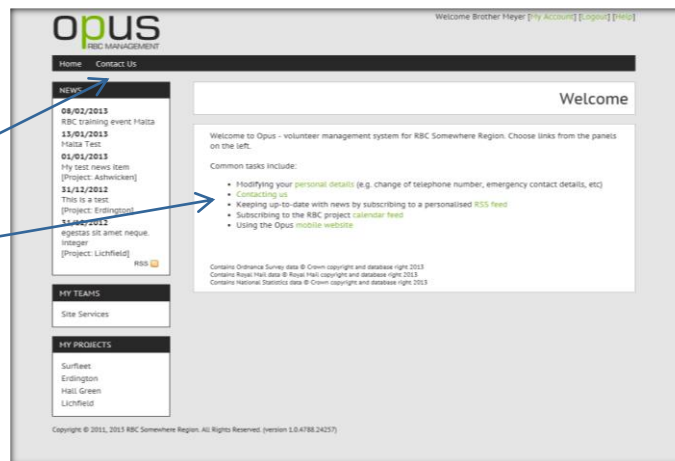
- In **green** text under 'Common Tasks' on the homepage entitled **Contacting Us**
- On the main black menu bar at the top of the page

'Contacting Us' includes contact details for:

- RBC Information
- Volunteer Data
- Opus Administration
- Badges and Photographs

'Contact Us' also contains team specific contact details for:

- Team overseers and assistants





6) Volunteer Finder and the search facility

Volunteer Finder

At times a volunteer may be needed with a particular skill or that meets specific requirements. The 'Volunteer Finder' function will find all the volunteers that fit the required criteria

The 'Volunteer Finder' can be located on the home page under 'common tasks', by clicking on the 'Volunteer Finder' button on the members page of a team or by clicking on 'Misc' page in the black menu bar and clicking on 'Volunteer Finder' in the list

By using the drop down boxes select the required criteria then click 'Find'. All volunteers matching the criteria will appear below the 'Find' button on the page

You can access the volunteers' full details by clicking on their names

Search Facility

By typing in a key word such as a congregation or volunteer name in the search box located in the top right hand corner of the screen and clicking on the search icon a page will open containing all the information available on the key word

Volunteer Finder

Use Volunteer Finder to search for RBC volunteers from specified teams and with particular skills, etc. Open the relevant panels and specify your search requirements

Teams

☐ Not applicable

☐ Accounts

☐ Air Conditioning

☐ Alarms

☐ Bricklaying

☐ Carpentry

Congregations

Appointments

Roles

Gender

Skills

☐ Not applicable

☐ Bidding/Estimating

☐ Blueprint Reading

☐ Brick Laying

☐ Cabinets

☐ Concrete and Wood Framing

Qualifications

Location

Find Bulk Mailer

Search Results

Congregation: **Endington**
 Blister Hole, Endington, B24 0LF
 Braden Austyn Maitson (Elder), b.maitson@malinator.com, 0121 4417033
 Kasey Meadows (Coordinator of Body of Elders), k.meadows@malinator.com
 Ronald Cole (Secretary), r.cole@opus@malinator.com, 01543 544156, 01348 823962, 01974 359950

Project: Endington
 06/06/2013 - 30/06/2013
 Blister Hole, Endington, B24 0LF

Kingdom Hall: Endington Kingdom Hall
 Blister Hole, Endington, B24 0LF, 0153394 43496
 Owing congregation - Endington

Town: Endington for Congregation Contact: Ronald Cole

Town: Endington for RBC Volunteer: Sebastian Austin
 Congregation - Castle Bromwich
 Primary team - Plastering
 Primary team - Plastering

Town: Endington for Kingdom Hall: Scremby
 Bedlam Place, Jatherton, PE32 1BH
 Connel Blackburn (Elder), c.blackburn@opus@malinator.com, 01424 479083, 01451 498613
 Dennis Dicks (Elder), d.dicks@opus@malinator.com, 01954 527048, 01889 650788, 01406 770846
 Joe Grace (Elder), j.grace@opus@malinator.com, 01775 795543, 01920 205802
 Joe Finch (Secretary), j.finch@opus@malinator.com, 01349 362057, 013395 96797, 01481 652848
 Skylan Broussard (Elder), s.broussard@opus@malinator.com, 01349 362057, 013395 96797, 01481 652848
 Talon Broussard (Coordinator of Body of Elders), t.broussard@opus@malinator.com, 01342 946330, 01342 946330

Town: Endington for RBC Volunteer: Larissa Malloy
 Congregation - Endington
 Primary team - Specialised Skills

Town: Endington for RBC Volunteer: Ronald McKinley
 Congregation - Walmley
 Primary team - Walmley
 Primary team - Walmley

Town: Endington for RBC Volunteer: Steve Harrington
 Congregation - Walmley
 Primary team - Stores

Town: Endington for RBC Volunteer: Elvin Barr
 Congregation - Castle Bromwich
 Primary team - Electrical

Town: Endington for RBC Volunteer: Peyton Hunter
 Congregation - Walmley
 Primary team - Suspended Ceiling



7) Viewing news items

There are several ways to view the latest RBC-EM news in Opus

Headline news is available in the 'NEWS' box on the left hand side of the screen on the home page

Team specific news is available by clicking on the team in the 'MY TEAMS' box and clicking on the news button in the top right hand side of the screen

In addition it is possible to receive the latest news updates by receiving a RSS feed

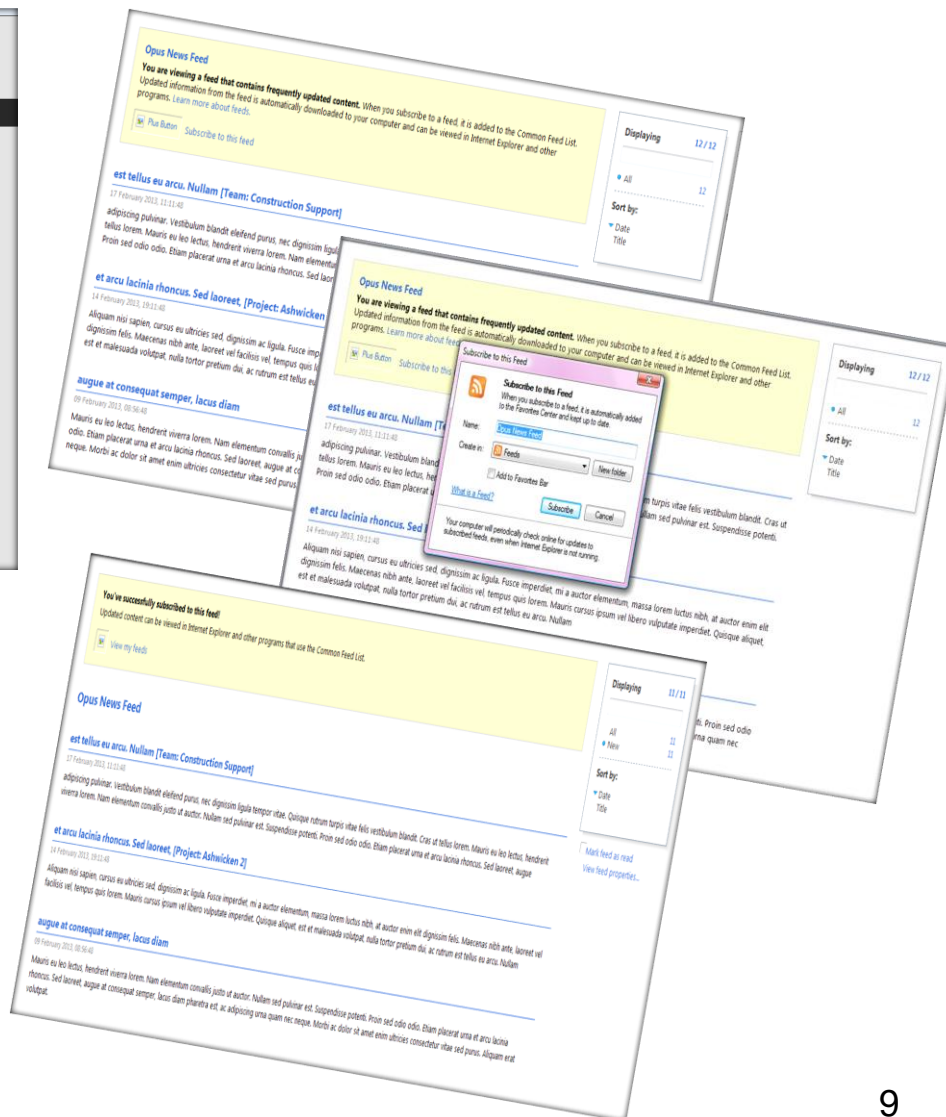
To receive RSS feeds a RSS reader will need to be installed via the Internet

To subscribe to the RBC-EM RSS feed click on the RSS icon in the bottom right hand corner of the News box

When the RSS feed page opens click on the 'Subscribe to the RSS feed' button

The 'Subscribe to this feed' box will appear, click on the 'Subscribe' button

The next screen will tell you that you have successfully subscribed





8) Updating general news items

Volunteer Services are able to add general news items that the RBC-EM volunteers can access by the methods explained in section 7 of this guide

To add a general news item click on 'Adding a **general news item**' on the Welcome page under Common Tasks

The Insert: **General News** page will open

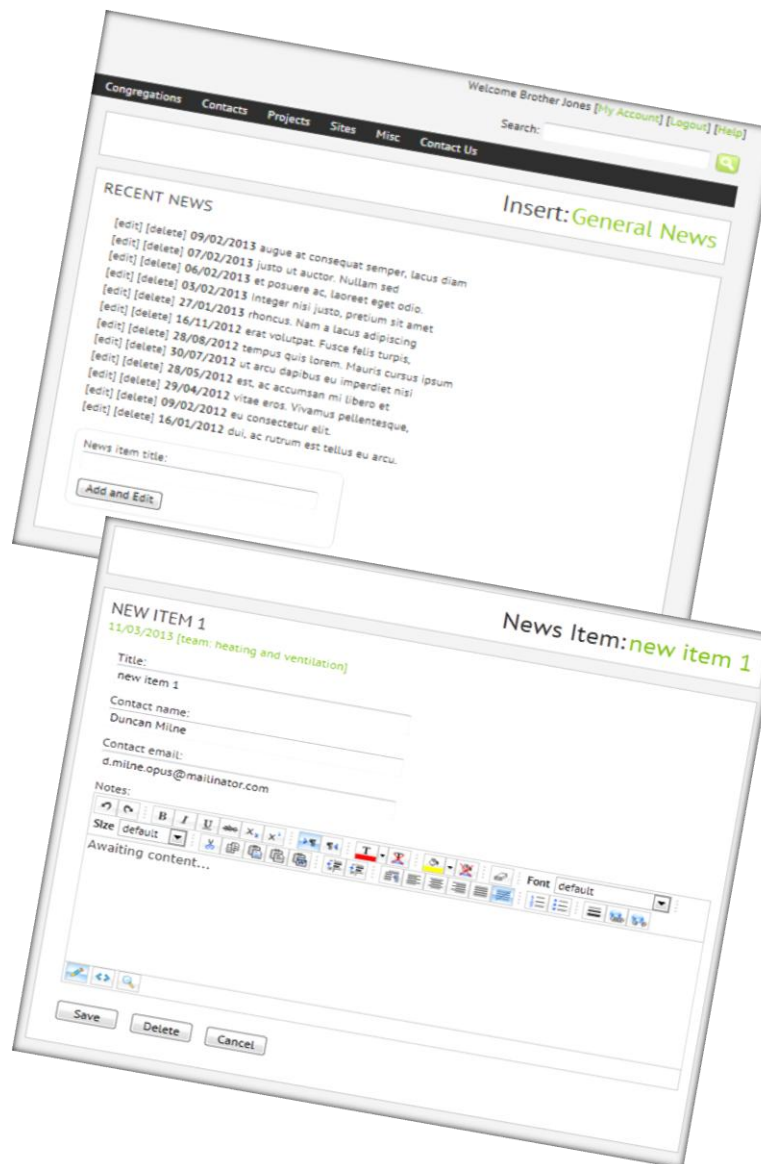
Type the news item title in the box and click on the 'Add and Edit' button

The 'NEWS ITEM' page will open. Type in the news item in the box containing the instruction 'Awaiting content'. This instruction will need to be deleted before starting to type in the news item. Format the text as required using the buttons in the tool bar

Once the news item has been checked click on the 'Save' button

The news item will then appear under 'RECENT NEWS' with the date and [edit] and [delete] options

If a news item is no longer required then it can be deleted. A box will appear asking you to confirm the deletion. Click 'OK'





9) Viewing volunteer details

To access volunteers' details click on 'Volunteers' in the top left hand corner on the black menu bar that runs along the top of the page. The Volunteers: RBC page will then open. This page opens on the regular RBC volunteers details listed in alphabetical order

Underneath the Volunteers: RBC page title are links to the different classifications of RBC volunteers. These are:

- RBC – regular RBC volunteers
- Co-opted – RBC volunteers from another RBC region assigned to work on a particular project
- Local – volunteers from the local congregation who are not RBC volunteers
- Committee – RBC-EM committee members

Open the page of the volunteers' class that is to be edited and the page will open listing all the volunteers

This list can be sorted using the drop down box by:

- Forename
- Surname
- Team

A specific volunteer can be searched for by entering the volunteer's name in the search box and clicking on the search icon

The volunteers' list can be refined by using the tick boxes on the left of the page selecting or de-selecting 'Overseers only'

To scroll through the volunteers' list use the buttons located next to the search box



These buttons navigate to the next or previous page



These buttons navigate to the first and last page

Welcome Brother Jones [My Account] [Logout] [Help]

Search:

Congregations Contacts Projects Sites Misc Contact Us

Add a Volunteer

☒ Active Only
☐ Overseers Only

Sort by Forenames

Name	ID	Congregation	Primary Team
Aaliyah Lillian Herndon	1500	Tarrington	Identification Badges
Aaron Andersson	729	Barnt Green	Planning and Development
Aaron Edwards	567	Cheltenham	Soft Furnishings - Curtains
Aaron Judah Anderson	1812	Nuneaton	Identification Badges
Abigail Daniel	97	Spalding	Remediation
Abigail Dunn	1218	Scalford	Suspended Ceiling
Abbie Graves	598	Croxton	Outside
Abigail Mooney	144	Rockingham	Tiling
Abby Jaden Kearney	716	Barnt Green	Accounts
Abby Lloyd	1562	Long Compton	Ground Works
Abdiel Andersen	1429	Llangarron	Plumbing
Abdiel Egan	38	Spalding	Volunteer Services
Abdullah Brennan	195	Boston	Air Conditioning
Abdullah Brooks Butcher	1680	Hagley	Identification Badges
Abel Glover	580	Cheltenham	Plumbing



10) Adding & deleting volunteer details

To Add a Volunteer

Click on the class of volunteer where the new volunteer's details are to be added under Volunteer: **RBC**. For example 'local' or 'co-opted'. The page opens on regular RBC volunteers so if you are adding a regular volunteer stay on the first page

Click on the 'Add a Volunteer' icon with the green plus symbol located in the top left hand corner of the page

The Add: **RBC Volunteer** page will open. Complete the form with the volunteer's details.

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button at the bottom of the page

This will then allow you to enter the volunteer's other details by clicking on each page where you have information such as emergency contacts and skills

After inputting each item click on the appropriate 'Update' or 'Save' button

To Delete Volunteer details

Click on the volunteer's name in the list on the RBC: **Volunteers** page to open their 'PERSONAL DETAILS' page and click on the 'Delete Volunteer' icon with the red bar symbol in the top left hand corner

A Delete: **RBC Volunteer** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Volunteers main page click on 'Volunteers' in the top left hand side of the page in the black menu bar



Add

Edit

Delete

To 'Add a volunteer',
'Edit a volunteer' and
'Delete a volunteer'
click on the
appropriate icon



11) Editing volunteer details

To Edit A Volunteer

To edit the details of an existing volunteer click on their name in the list on the RBC: **Volunteers** page and their 'PERSONAL DETAILS' page will open

Click on the 'Edit Volunteer' icon with the blue pen symbol. This allows you to edit their details as follows:

- Personal details – including contact details and congregation
- Emergency contacts- including emergency medical notes
- Teams – this allows you to add or delete a volunteer from a team
- Skills – including qualifications
- Notes – including interview details

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Volunteers main page click on 'Volunteers' in the top left hand side of the page in the black menu bar



12) Viewing team details

To view information about your teams click on the required team in the 'MY TEAMS' box on the left hand side of the screen

The team's page will open showing the contact details of the overseer and assistant

Under Team: **Team Name** in the top right hand corner there are other pages that contain additional team specific information

These include:

- **Members**- this page provides information on all the team members including contact details
- **Bookings** – this page lists all team members' bookings on recent projects
- **Statistics** – this page shows the team's statistics on recent projects
- **News** – this page contains all the latest team news updated and managed by the overseer
- **Docs** – this page contains useful documents specific to your team updated and managed by the overseer

Welcome Brother Milne [My Account] [Logout] [Help]

Search:

Home Projects Contact Us

Team: Heating and Ventilation
overseers - members - bookings - statistics - news - docs

OVERSEERS AND ASSISTANTS

Duncan Milne
Overseer
d.milne.opus@mailinator.com
01624 033007
01752 134184

Efrain Irvin Milne
Assistant Overseer
01654 068945
01598 868424
01253 372702

Note: The team is under the direction of Brother Gary Galbraith (Construction Overseer)

MY TEAMS

Team Name	Historical Bookings	Booking Affinity(?)
Heating and Ventilation (primary team, overseer)	32	87%
Specialised Skills	0	n/a

Please contact us if you believe any of your team assignments shown above are incorrect.

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Team specific information is available by clicking on the relevant page name



13) Adding team details

To access team details click on 'Teams' on the black menu bar that runs along the top of the page. The 'Teams' page will open listing all the teams in alphabetical order.

A specific team can be searched for by entering the team's name in the search box and clicking on the search icon

To scroll through the team list use the buttons located next to the search box

To Add a New Team

Click on the 'Add a Team' icon with the green plus symbol located on the left of the page. The Add: Team page will open. Complete the form with the team's name and other requested information

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button at the bottom of the page

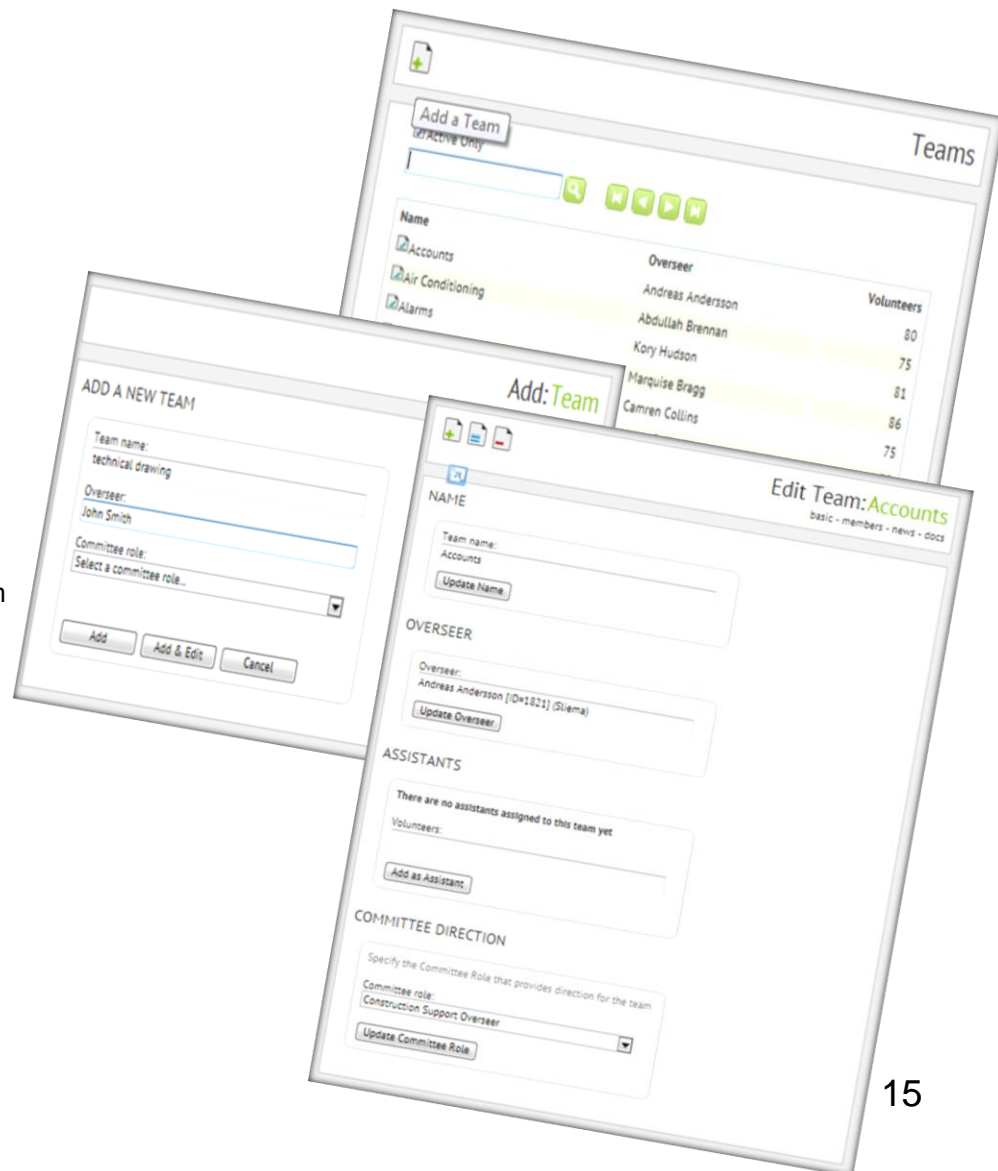
The Edit Team: Team Name will open. Under the team name are links to the other pages where information can be inputted if it is available. These are:

- Basic – including the overseers' and assistants' details
- Members – including the facility to add or remove team members

The 'news' and 'docs' pages are managed by the overseers

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Teams main page click on 'Teams' on the black menu bar





14) Editing & deleting team details

To Edit a Team

Select a team from the list on the 'Teams' page. The Team: **Team Name** page will then open. Click on the 'Edit Team' icon with the blue pen symbol in the top left hand corner of the page

The Edit Team: **Team Name** will open. Under the team name are links to the other pages where information can be inputted if it is available. These are:

- Basic – including the overseers' and assistants' details
- Members – including the facility to add or remove members and to move team members between primary and secondary team membership

The members' list can be sorted by forename or surname by using the drop down box

The 'news' and 'docs' pages are managed by the overseers

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Team Details

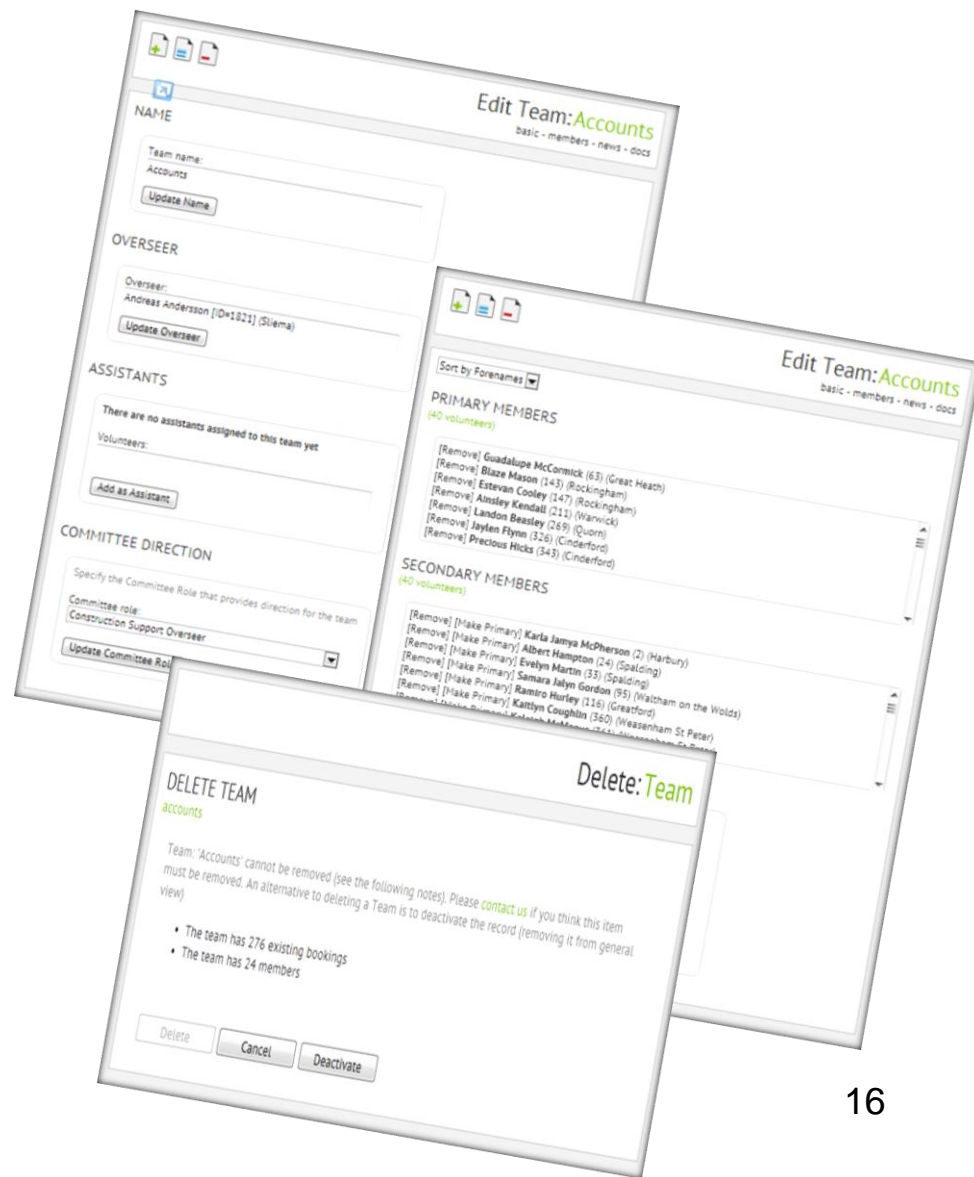
Click on the team's name to open the 'Teams' page and click on the 'Delete Team' icon with the red bar symbol in the top left hand corner

A Delete: **Team** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Teams main page click on 'Teams' on the black menu bar





15) Adding congregation details

To access congregation details click on 'Congregations' on the black menu bar that runs along the top of the page. The 'Congregations' page will open listing all the congregations in alphabetical order

A specific congregation can be searched for by entering the congregation's name in the search box and clicking on the search icon

To scroll through the congregation list use the buttons located next to the search box

To Add a New Congregation

Click on the 'Add a Congregation' icon with the green plus symbol located on the left of the page. The Add: **Congregation** page will open. Complete the form with the congregation's name and select a Kingdom Hall from the drop down box.

The process can be discontinued at any time by clicking on the 'Cancel' button

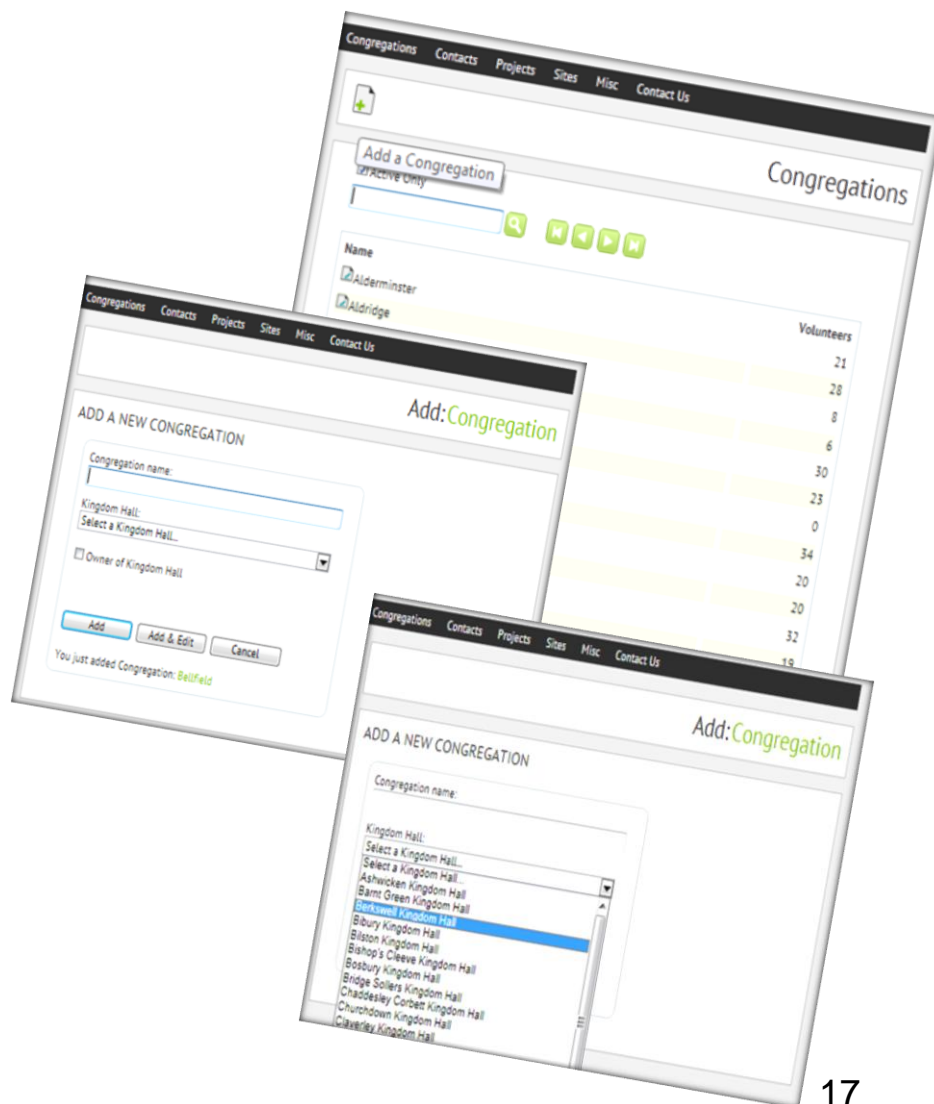
To continue the process click on the 'Add & Edit' button at the bottom of the page

The Edit Congregation: **Congregation Name** page will open. Under the congregation name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the congregation name
- Sites – select the location of the Kingdom Hall from a drop down box
- Contacts – to add key contacts for the congregation

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Congregations main page click on 'Congregations' on the black menu bar





16) Editing & deleting congregation details

To Edit a Congregation

Select a congregation from the list on the 'Congregations' page. The Congregation: **Congregation Name** page will then open. Click on the 'Edit Congregation' icon with the blue pen symbol in the top left hand corner of the page

The Edit Congregation: **Congregation Name** page will open. Under the congregation name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the congregation name
- Sites – select the location of the Kingdom Hall from a drop down box
- Contacts – to add key contacts for the congregation

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Congregation Details

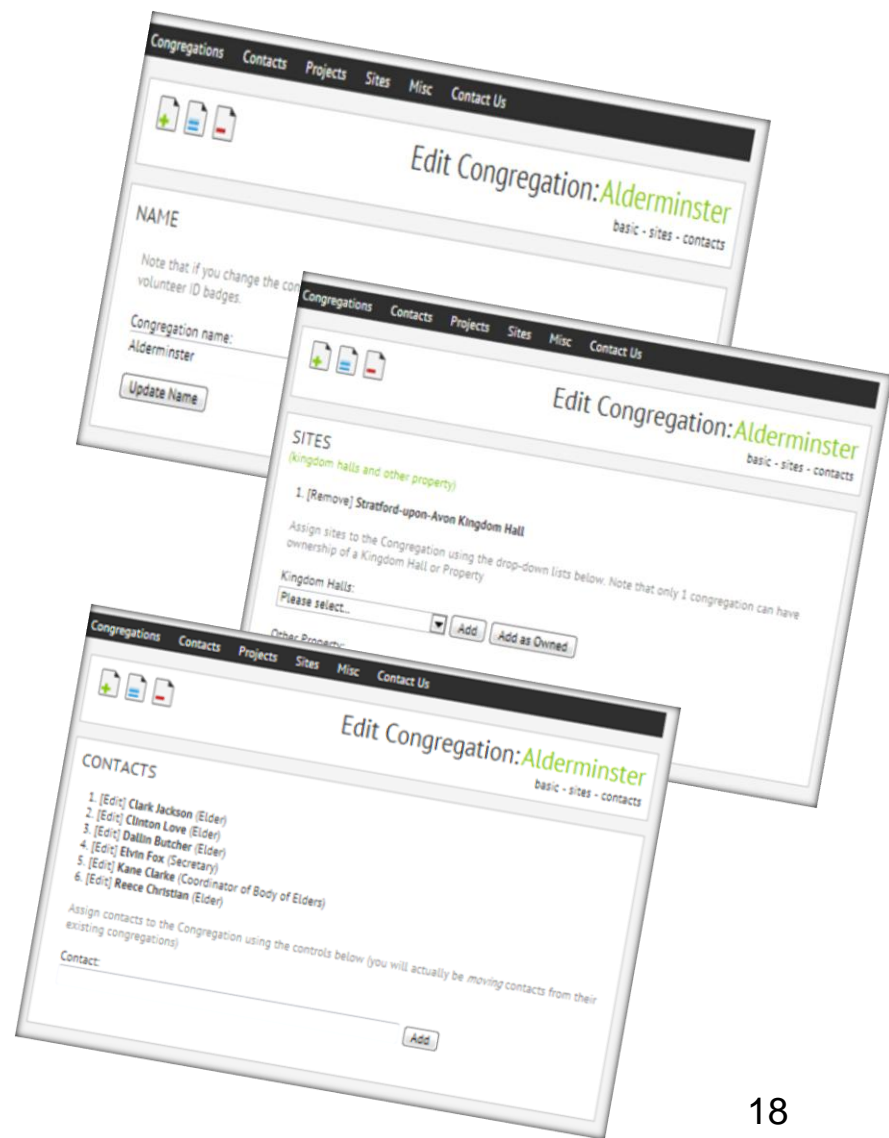
Click on the congregation's name to open the 'Congregations' page and click on the 'Delete Congregation' icon with the red bar symbol in the top left hand corner

A Delete: **Congregation** page opens with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Congregations main page click on 'Congregations' on the black menu bar





17) Adding congregation contact details

To access congregation contact details click on 'Contacts' on the black menu bar that runs along the top of the page. The 'Congregation Contacts' page will open listing all the congregation contacts in alphabetical order

This list can be sorted using the drop down box by:

- Forename
- Surname
- Congregation

A specific congregation contact can be searched for by entering the congregation contact's name in the search box and clicking on the search icon

To scroll through the congregation contact list use the buttons located next to the search box

To Add a New Congregation Contact

Click on the 'Add a Contact' icon with the green plus symbol located on the left of the page. The Add: **Contact** page will open.

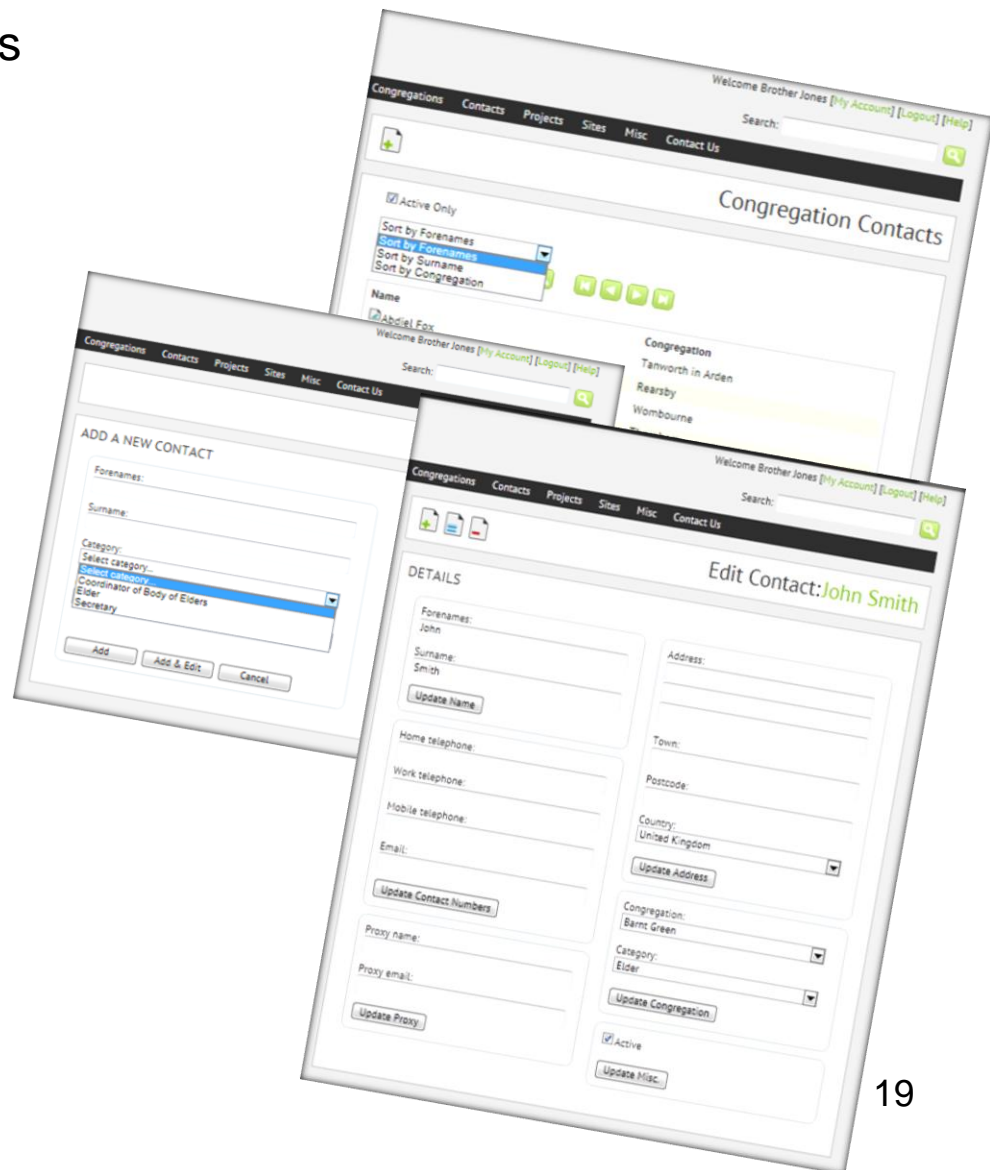
Complete the form with the contact's details including their appointment in their congregation under 'Category' and then select the congregation from the drop down box.

The process can be discontinued at any time by clicking on the 'Cancel' button

To continue the process click on the 'Add & Edit' button

The Edit Contact: **Contact Name** page will open. Complete the form clicking on each appropriate 'update' button once completed

To navigate back to the Congregation Contacts main page click on 'Contacts' on the black menu bar





18) Editing & deleting congregation contact details

To Edit a Congregation Contact

Select a contact from the list on the 'Congregation' contacts' page. The Name **Contact Name** page will then open. Click on the 'Edit Congregation Contact' icon with the blue pen symbol in the top left hand corner of the page

The Edit Contact: **Contact Name** page will open. Update the form as required

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Contact Congregation Details

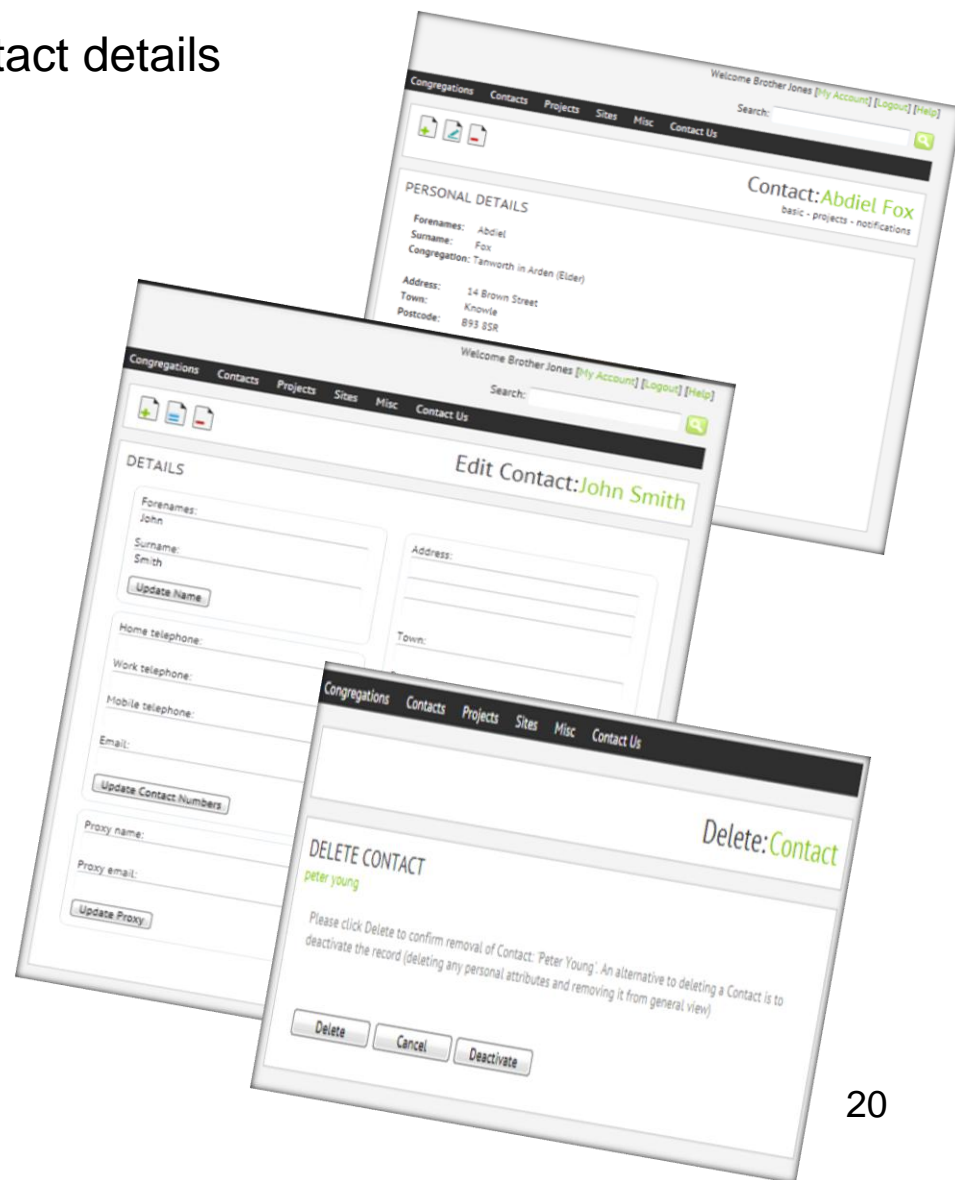
Click on the congregation contact's name to open the 'Contact: **Name**' page and click on the 'Delete Congregation Contact' icon with the red bar symbol in the top left hand corner

A Delete: **Contact** page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Congregation Contacts main page click on 'Contacts' on the black menu bar





19) Viewing project details

Project specific information is available by clicking on 'Projects' in the top left hand corner of the home page

This will open up the 'Projects' page and the projects will be listed

The projects can be sorted by either project name or by date by selecting the required sort from the drop down box

A specific project can be searched for by entering the project name into the search box and clicking on the search icon

Once a project has been selected the following information is available:

- **Basic** – this page contains the project details such as site address and client congregations
- **Bookings** – this page lists the bookings for this project by selecting a team from the drop down box
- **Contacts** - this page contains the contact details for the client congregations and other important contacts
- **Location** – this page contains a map showing the geographical location of the project
- **News**- this page contains project specific news items
- **Docs** – this page contains project specific documents

The screenshots show the Opus RBC Management web application. The top screenshot shows the 'Projects' page with a list of projects and a search bar. The bottom screenshot shows the 'Project: Ashwicken 2' details page, which includes sections for 'PROJECT SITE', 'CLIENT CONGREGATIONS', 'PROJECT WORKDAYS', 'LOCATION', and 'WEATHER'.

Project: Ashwicken 2
basic - bookings - contacts - location - news - docs
(approx 89 miles)

PROJECT SITE
Ashwicken Kingdom Hall
Bedlam Place
Ashwicken
PE32 1BH

CLIENT CONGREGATIONS
Brancaster Congregation
37 local volunteers registered
Scremby Congregation
39 local volunteers registered
Weasenham St Peter Congregation
31 local volunteers registered

PROJECT WORKDAYS
(Total 12)
Thu 14 May - Sun 17 May 2009 (4 days)
Thu 21 May - Sun 24 May 2009 (4 days)
Thu 28 May - Sun 31 May 2009 (4 days)

LOCATION
Ashwicken Kingdom Hall
Bedlam Place
Ashwicken
PE32 1BH
Open in Google Maps - Get Directions from LE12 8TL

WEATHER
forecast for ashwicken kingdom hall over next 5 days
Mon, 11 Mar
Max: 1°C
Min: -1°C
27mph (ENE)
Tue, 12 Mar
Max: 3°C
Min: 1°C
23mph (NE)
Wed, 13 Mar
Max: 4°C
Min: 1°C
18mph (NW)
Thu, 14 Mar
Max: 5°C
Min: 0°C
12mph (NW)
Fri, 15 Mar
Max: 5°C
Min: 4°C
18mph (SSW)
Powered by World Weather Online



20) Adding project details

To access project details click on 'Projects' on the black menu bar that runs along the top of the page. The 'Projects' page will open listing all the projects in alphabetical order

A specific project can be searched for by entering the project's name in the search box and clicking on the search icon

The projects list can be sorted using the drop down box by:

- Project name
- Date

To scroll through the project list use the buttons located next to the search box

To Add a New Project

Click on the 'Add a Project' icon with the green plus symbol located on the left of the page. The Add: **Project** page will open. Complete the form with the project's name.

The process can be discontinued at any time by clicking on the 'Cancel' button

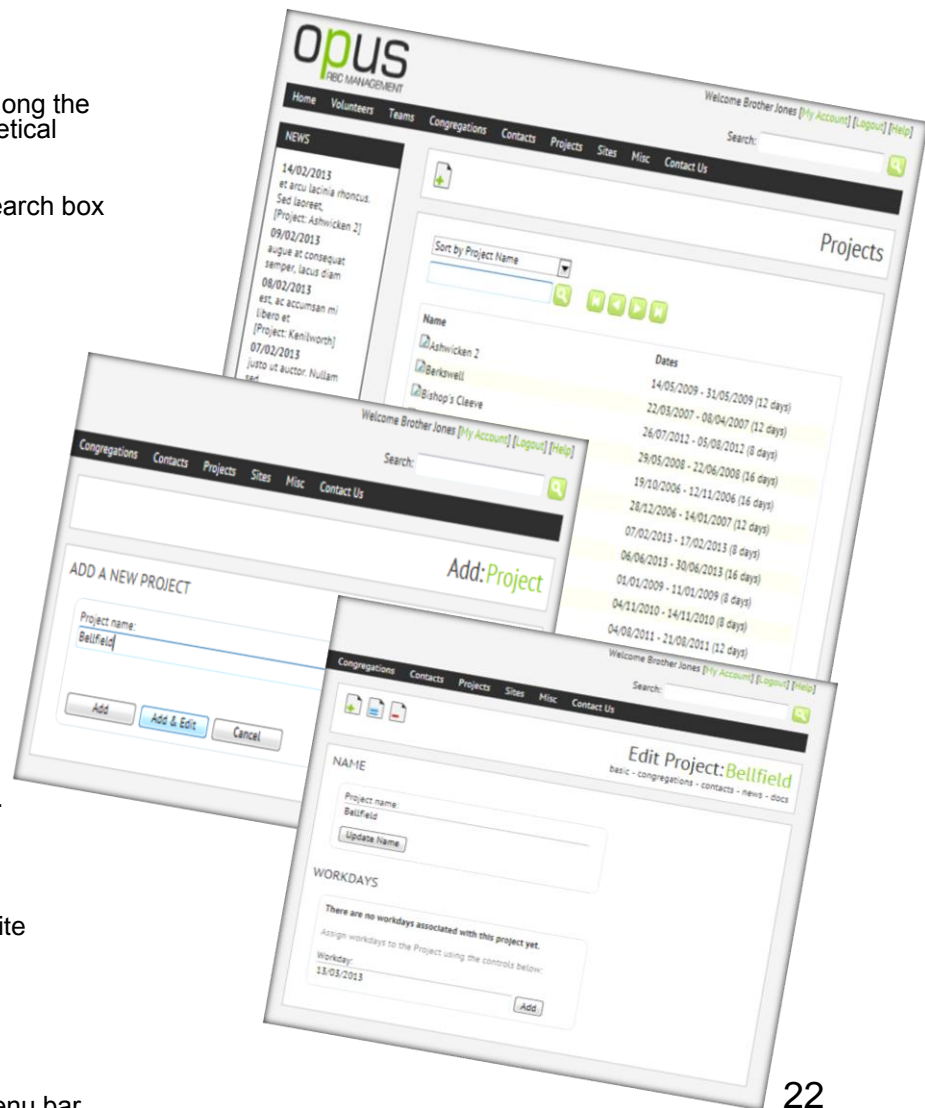
To continue the process click on the 'Add & Edit' button

The Edit Project: **Project Name** page will open. Under the project name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the project name and to add work days for the project
- Congregations – assign congregations to the project and the Kingdom Hall site address details
- Contacts – to add key contacts for the project

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Projects main page click on 'Projects' on the black menu bar





21) Editing & deleting project details

To Edit a Project

Select a project from the list on the 'Projects page'. The Project: **Project Name** page will then open. Click on the 'Edit Project' icon with the blue pen symbol in the top left hand corner of the page

The Edit Project: **Project Name** page will open. Under the project name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the project name and to add work days for the project
- Congregations – assign congregations to the project and the Kingdom Hall site address details
- Contacts – to add key contacts for the project
- News – to add or update specific news items for the project
- Docs – to add or update specific documents for the project

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Project Details

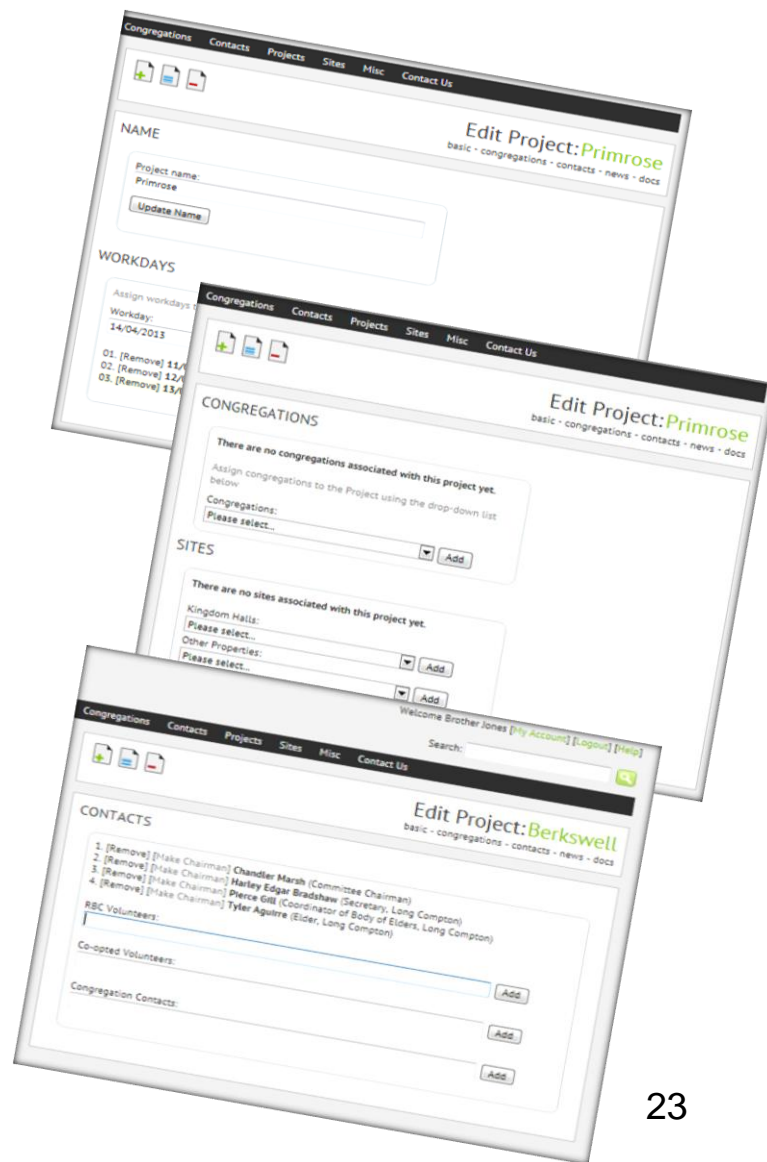
Click on the project's name to open the 'Projects' page and click on the 'Delete project' icon with the red bar symbol in the top left hand corner

A Delete: **Project** page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Projects main page click on 'Projects' on the black menu bar





22) Viewing and updating project documents

Viewing project documents

Project documents can be viewed by clicking on 'docs' in the top right hand corner under Project: **Project Name**

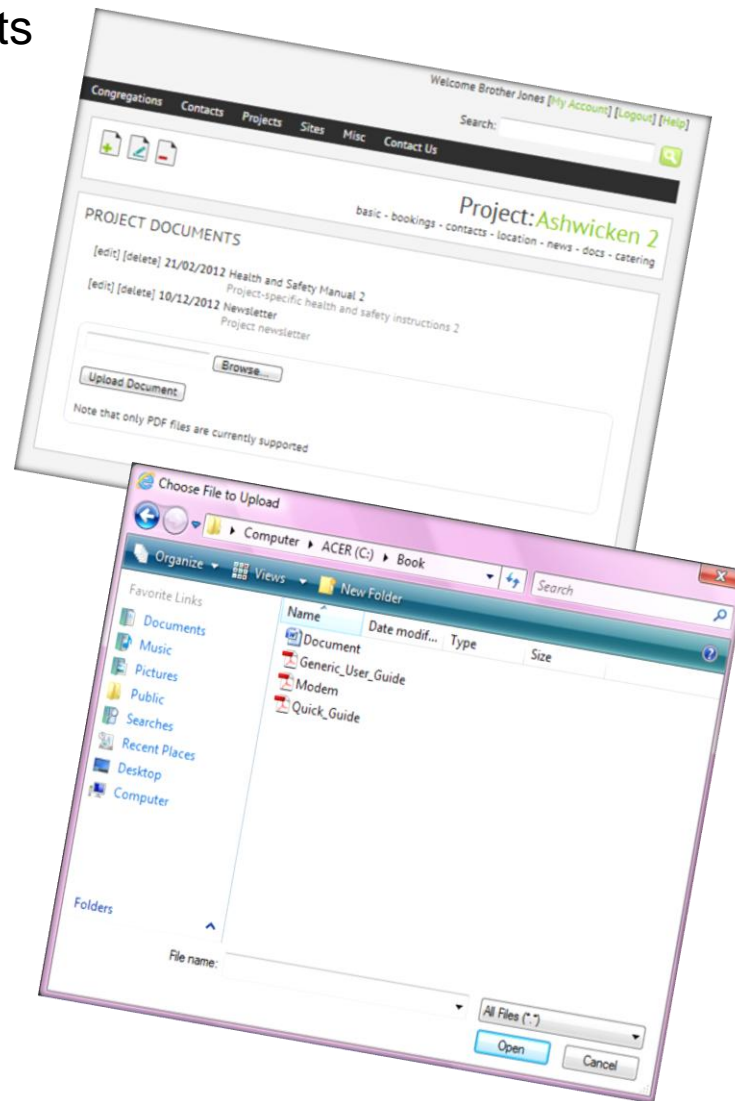
The documents will be listed under 'PROJECT DOCUMENTS'. Click on the title of the document of interest to open it

Updating project documents

Documents can be uploaded to be viewed by RBC volunteers by:

- Preparing the document and saving it in a PDF format in an easily accessible location
- Open the 'docs' page in Opus under 'Projects' and click on 'Browse'
- A window will open where you will need to navigate to where the document has been saved
- Click on the document to be uploaded and click on the 'Open' button
- The path to the document will then appear in the 'Browse' box
- Click 'Upload Document'
- The document will then appear under 'PROJECTS DOCUMENTS' with the date and [edit] and [delete] options

If a document is no longer required then it can be deleted. A box will appear asking you to confirm the deletion. Click 'OK'





23) Adding site details

To access site details click on 'Sites' on the black menu bar that runs along the top of the page. The 'Kingdom Hall & Other Properties' page will open listing all the properties in alphabetical order

A specific property can be searched for by entering the property's name in the search box and clicking on the search icon

To scroll through the property list use the buttons located next to the search box

To Add a New Site

Click on the 'Add a Site' icon with the green plus symbol located on the left of the page. The Add: **Site** page will open. Complete the form with the site's name and other details

The process can be discontinued at any time by clicking on the 'Cancel' button

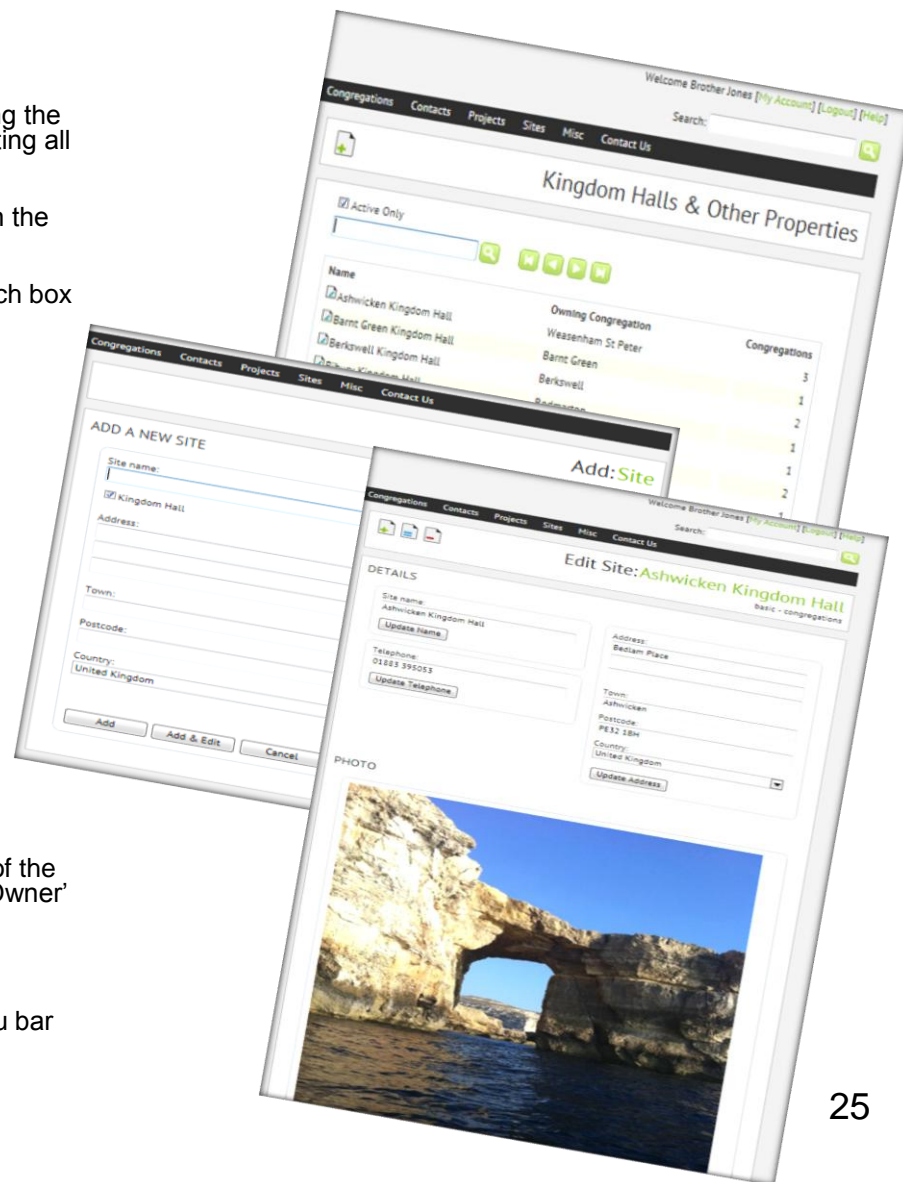
To continue the process click on the 'Add & Edit' button

The Edit Site: **Site Name** page will open. Under the property name are links to the other pages where information can be inputted if it is available. These are:

- Basic – to update the site name and address details
 - Congregation- to select the congregations for the Kingdom Hall site from the drop down box. Click 'Add' to assign the congregation.
- If there is more than one congregation at the Kingdom Hall site then one of the congregations will need to be designated as 'owner' by clicking the 'Add as Owner' button

After editing each item click on the appropriate 'Update' or 'Save' button

To navigate back to the Sites main page click on 'Sites' on the black menu bar





24) Editing & deleting site details

To Edit a Site

Select a site from the list on the 'Sites' page. The Site: **Site Name** page will then open. Click on the 'Edit document' icon with the blue pen symbol in the top left hand corner of the page

The Edit Site: **Site Name** page will open. Under the site name are links to the other pages where information can be inputted if it is available. These are:

- Basic – opens the DETAILS page to update the site name and address details. There is also an option to upload a photograph of the site by:
- Preparing the photograph and saving it in a jpeg format in an easily accessible location
- Click on the 'Browse' button
- A window will open where you will need to navigate to where the photograph has been saved
- Click on the photograph to be uploaded and click on the 'Open' button
- The path to the photograph will then appear in the 'Browse' box
- Click 'Upload Photo'
- The photograph will then appear under 'PHOTO'

▪Congregation- to select the congregations for the Kingdom Hall site from the drop down box. Click 'Add' to assign the congregation.

If there is more than one congregation at the Kingdom Hall site then one of the congregations will need to be designated as 'owner' by clicking the 'Add as Owner' button

After editing each item click on the appropriate 'Update' or 'Save' button

To Delete Site Details

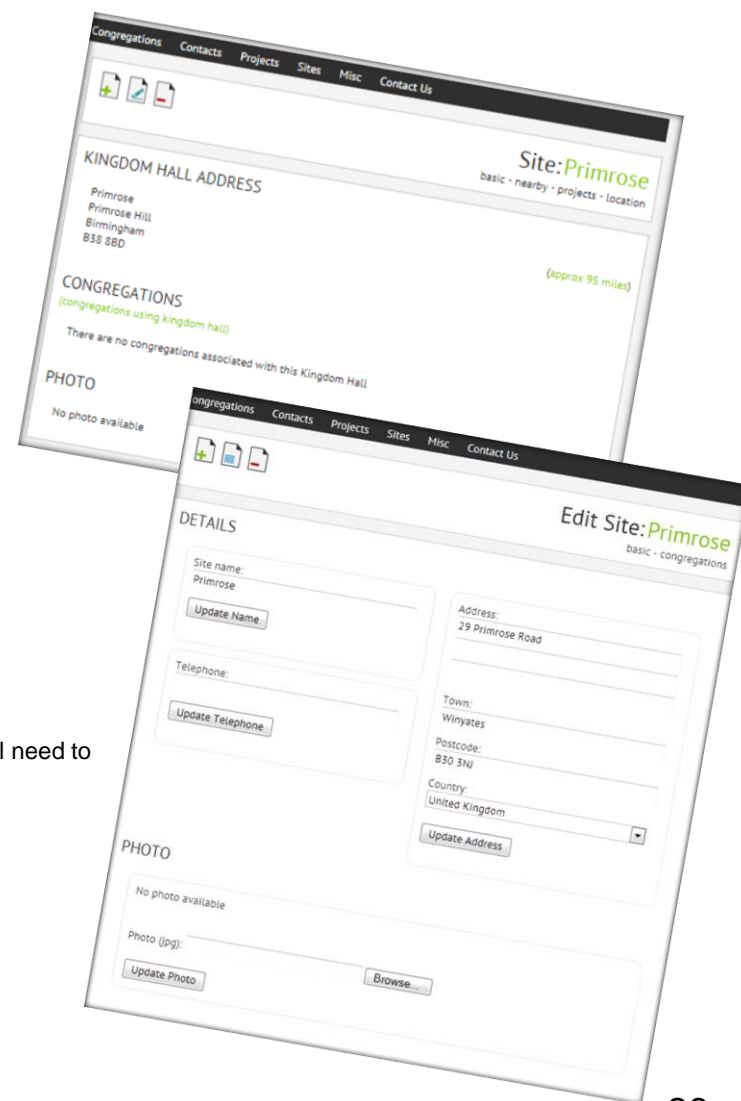
Click on the site's name to open the 'Sites' page and click on the 'Delete site' icon with the red bar symbol in the top left hand corner

A Delete: **Site** page will open with the buttons: 'Delete' and 'Cancel'. Click on the appropriate button as follows:

Delete: To remove the record completely

Cancel: To discontinue the deletion process

To navigate back to the Sites main page click on 'Sites' on the black menu bar





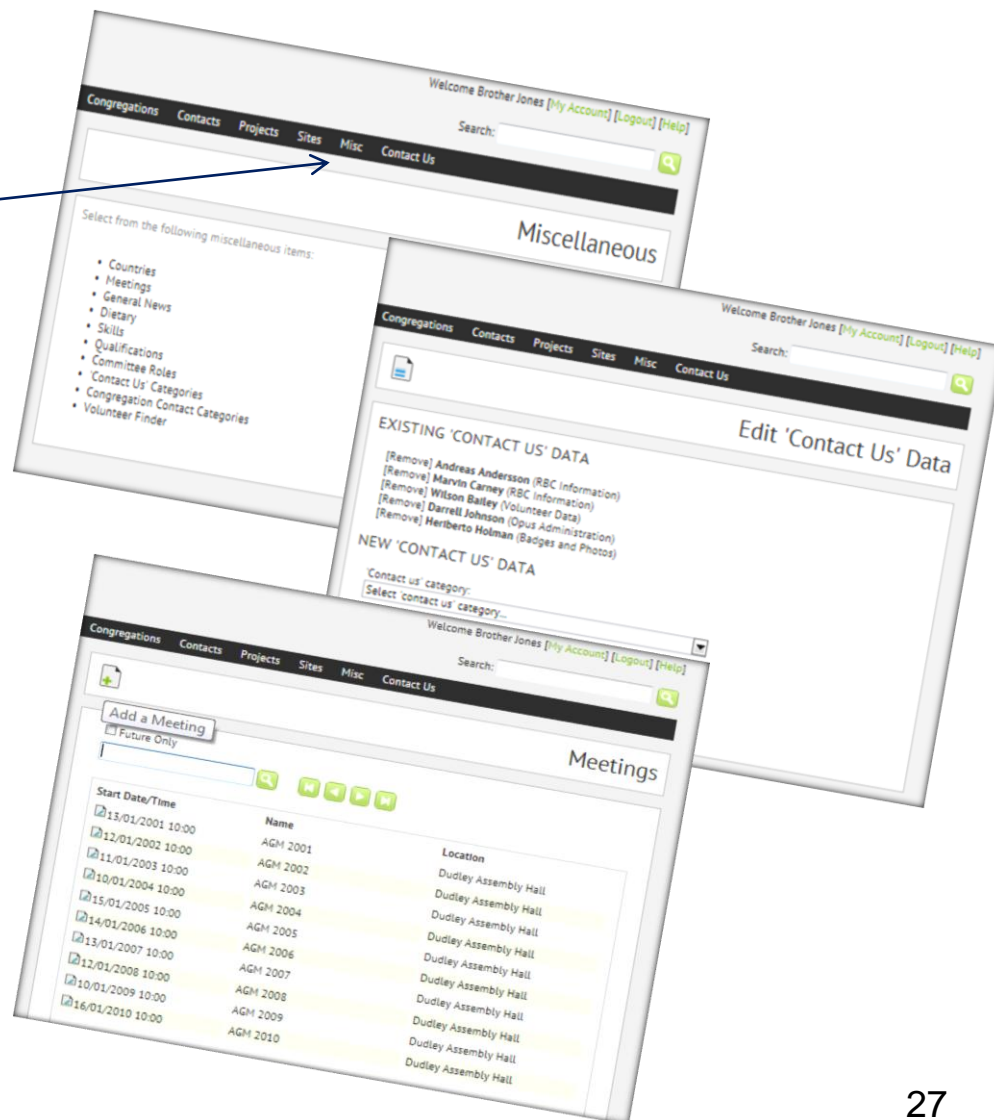
25) Editing details on the 'Misc' page

The 'Misc' page contains links to update other important information relating to difference aspects of the RBC. Access this page by clicking on 'Misc' on the black bar

The Miscellaneous page will open. This page contains links to other pages that can be updated and edited as required. These include:

- Meetings – Add or amend RBC meeting details
- General News – upload general news items to be read by RBC volunteers
- Dietary – update the dietary requirements of RBC volunteers. For example vegetarian
- Skills & Qualifications – update skills and qualifications of RBC volunteers.
- Contact us – to edit the 'Contact Us' page that is used by RBC volunteers to contact certain RBC teams such as RBC Volunteers or Opus administration
- Volunteer Finder – to find volunteers with specific skills

After making the necessary amendments always click on the appropriate 'save' or 'update' button





26) Opus Help

There is an additional help feature if more detailed information on the functionality of Opus is required

To access this document click on 'Help' in the top right hand corner

The 'Help' document will then open

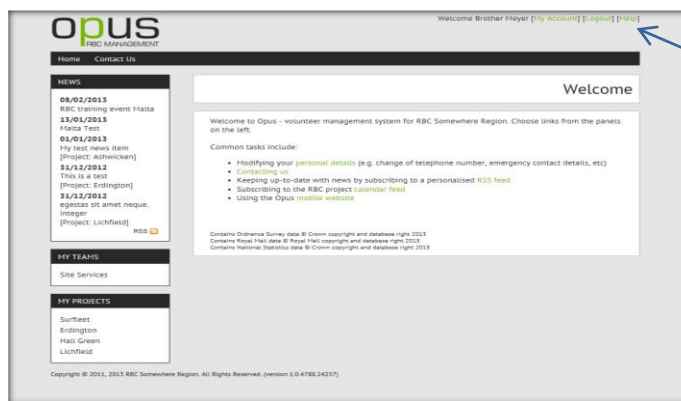
Down the left hand side is a contents list showing a comprehensive guide to all the features of Opus

There is also a 'Keyword Index' and a 'Search' tab where required information can be searched for

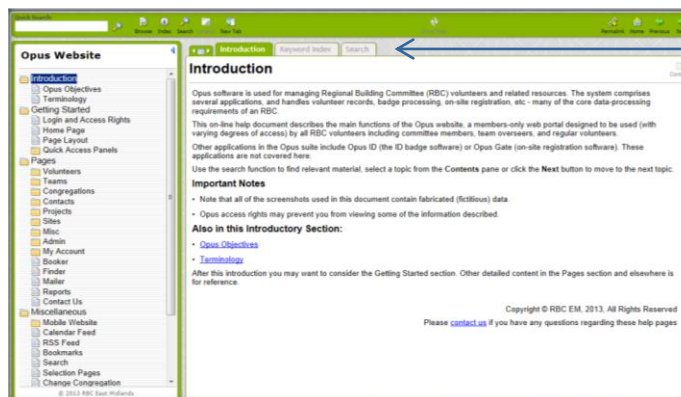
The 'Help' document opens in a new window

The Opus website remains open in the original window

To navigate back to the Opus website click on the 'Opus' tab at the top of the browser



The 'Help' document link is located in the top right



To access the 'Keyword Index' and the 'Search' function click on the appropriate tab